

Redeemer Lutheran School Middle School Handbook



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Section 1 FOUNDATIONS OF OUR SCHOOL

Mission Statement

The mission of Redeemer Lutheran School is to lead children to **Love Jesus, Love Learning, and Love Others.**

Core Values

As we work to carry out our Mission, the following Core Values will serve as our fundamental working principles:

- † Christ-centered
- † Mission-minded
- † Disciple-developing
- † Academically Strong
- † Relational

Philosophy

Through the grace of God and the power of the Holy Spirit, the students of Redeemer Lutheran School will continuously:

- † Grow in their faith and reflect Christ in their daily lives.
- † Boldly proclaim the Christian faith.
- † Demonstrate Christian attitudes toward others.
- † Acknowledge themselves and others as sinners (Law) who have been redeemed by Christ (Gospel).
- † Worship and pray faithfully.
- † Experience the power of prayer.
- † Practice the stewardship of time, talents, and resources.
- † Serve and respect God and others in their home, school, community, and world.
- † Honor our country.

All children should strive to reach full potential in all aspects of their lives by developing a Christ-centered foundation of knowledge and basic skills for lifelong, active learning in an ever-changing global society.

- † Critical Thinking
- † Problem Solving
- † Accountability
- † Adaptability
- † Independence
- † Teamwork
- † Organizational Skills
- † Communication
- † Cultural Awareness
- † Physical Fitness
- † Perseverance
- † Punctuality

The full partnership of families, students, and teachers is imperative for the implementation of this philosophy.

Student Outcomes

The ministry of Redeemer Lutheran School has the honor and responsibility to equip students in many facets of life. While there are many outcomes of a quality, Christian education in a Lutheran school, we have narrowed student outcomes to three categories: Spiritual, Academic, and Character/Leadership.

Spiritual

Upon graduation, students will be spiritually prepared to navigate today's world with a Christian worldview as they proceed to the next level of education.

- † Every student will have an understanding that Jesus loves them.
- † Students will be comfortable expressing their faith in different settings according to their gifts.
- † Students will be able to either write and/or speak prayers.
- † Students will express their faith in song and worship.
- † Students will grow in their study of God's Word and learn strategies to make this a daily discipline.
- † Students will be able to evaluate different situations from a Christian worldview.

Academic

Upon graduation, students will be academically prepared and confident as they pursue further education.

- † Students will see how God is integrated into all learning.
- † Students will think and solve problems using both creative and critical thinking skills.
- † Students will read, write, and speak the English language effectively for a wide range of purposes, including interpretation and analysis of literary and informational texts.
- † Students will know and apply mathematics to a level of competency that prepares them for high school.
- † Students will discover basic principles and processes of science and how to apply these in a discovery approach as they study God's Word.
- † Students will understand geography, social studies, and history and see God's hand in all our world as they become global thinkers.
- † Students will understand and appreciate the basic concepts of fine, visual, and performing arts.
- † Students will develop an appreciation of other world cultures including the study of another language.
- † Students will understand and apply current and emerging technologies to extend their personal abilities and productivity.
- † Students will attain academic achievement and develop essential skills and attributes necessary for continuous growth in learning.
- † Students will develop skills that help them become lifelong learners.
- † Students with a gap in achievement, skills, and/or attributes will narrow the gap.

Character/Leadership

Upon graduation, students will be prepared to lead and love as responsible Christians in this world.

- † Students will be mission-minded.
- † Students will be developed as leaders, collaborators, and team players.
- † Students will display Christian character.
- † Students will be confident individuals who challenge themselves.
- † Students will be respectful and compassionate humans.
- † Students will be honest and ethical citizens who act with integrity.
- † Students will be well-rounded community members who engage in the broader world.
- † Students will understand their rights, roles and responsibilities as an American citizen.
- † Students will be servant leaders in this world by living out their faith.

Section 2 ADMINISTRATION

Accreditation

Redeemer Lutheran School maintains accreditation through the Lutheran School Accreditation Commission which is certified by the Texas Private School Accreditation Commission and is recognized by the Commissioner of Education of the Texas Education Agency in accordance with Texas Administrative Code Title 19, Part II, Chapter 97, Subchapter A, #97.7 Non-Public Schools. Additionally, Redeemer is also accredited by National Lutheran School Accreditation (NLSA) and has received “excellent” recommendations for many consecutive years.

Anti-Harassment

1. The Policy

A. The environment at Redeemer Lutheran School must be one in which all individuals are free to work, learn, and develop relationships in a Christian atmosphere without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, teachers, parents, and staff members treat each other with due respect for rights, individuality, and personal dignity.

2. Definition of Harassment and Sexual Harassment

A. Harassment includes any unwelcome verbal or physical conduct that belittles, shows hostility, or ridicules an individual, when such conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment;
2. Has the purpose or effect of unreasonably interfering with an individual’s academic or professional performance; or
3. Otherwise adversely affects an individual’s educational or employment opportunities.

B. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by a faculty member, staff member, student member, or volunteer of the school to any other member, adult, or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement;
2. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions; (or)
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

C. Sexual harassment may include, but is not limited to:

1. Sexually related verbal harassment or abuse;
2. Sexually related written harassment or abuse;
3. Pressure for sexual activity;
4. Repeated remarks to a person, with sexual or demeaning implications;
5. Unwelcome touching; (or)
6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job and the like.

3. Procedures

A. Any individual who believes that he/she has been subjected to harassment or sexual harassment as prohibited by this policy may complain to any other adult teacher or employee of Redeemer with whom she/he feels comfortable discussing the matter. Parents may communicate complaints on behalf of their children to their child's teacher, the school principal, the chairperson of the Board of Education, or the Senior Pastor, so long as that individual was not the alleged harasser.

B. Upon learning of a complaint, Redeemer will investigate the allegations. As deemed appropriate by Redeemer, the complainant and, in the case of a student complainant, the parents of the complainant will be consulted as to the facts of the allegations and his/her suggested remedy, and the alleged harasser may be provided an opportunity to respond to the allegations.

C. If Redeemer determines that a violation of the policy has occurred; appropriate remedial action will be taken in Redeemer's discretion.

D. The complainant and, in the case of a student complainant, the parents of the complainant, shall be notified at the conclusion of the investigation that appropriate remedial action has been taken. However, all documents generated during the course of the investigation will be kept confidential by Redeemer to protect the privacy rights of all involved, except as required by law or as deemed appropriate by Redeemer's Board of Elders.

E. Appropriate civil or criminal authorities may be notified of any substantiated charges.

4. Sanctions

A. Individuals determined by Redeemer to have violated this Policy will be disciplined. Disciplinary action may include, but need not be limited to, suspension or termination of Redeemer teachers, employees or agents and suspension or expulsion of Redeemer students, as deemed appropriate by Redeemer.

B. Sexual harassment is illegal in many circumstances under both state and federal law, and violations of this policy may be reported to the appropriate civil or criminal authorities for prosecution of offenders.

Bus Transportation – Concordia High School

Concordia High School provides bus transportation to Redeemer before school and back to their campus after school as a convenience for Redeemer parents. Route options include Concordia's Round Rock campus, Georgetown, and Cedar Park. If you are interested in learning more about this service, contact the Concordia High School office at (512) 248-2547.

Cancellation or Delay

Redeemer follows all weather-related delays and closures issued by the Austin Independent School District. The information will be emailed to parents through RenWeb, posted on redeemerschool.net, and on Parent's Web at RenWeb.com. If the school district in which you reside postpones school due to inclement weather or hazardous driving conditions, you should follow that school district's information. Your child will not be counted as absent if such instances occur. Local television and radio stations may carry announcements to this effect.

Change of Family Information

Parents are asked to notify the school office immediately when a change of address, phone number, and/or email occurs. This allows our school administration and teachers to keep our roster and mailing list up-to-date. Also, parents/guardians are asked to notify the school office if there is a change of family relationship, health-related items, immunizations, sickness, etc.

Chapel

Middle school chapel is usually held on Wednesday morning at 9:10 a.m. This service is led by one of our staff leaders (teachers, pastors, administrators) and is designed to provide a worship opportunity for middle school students. There are times when students lead worship, and the student Praise Band leads the music.

Once a month, at 9:10 a.m., All School Chapel is celebrated with students in grades KBR-8. Offerings are collected each week to support various local and national organizations. Parents are invited to attend all chapel services.

Child Abuse and Neglect Reporting

Child abuse and neglect are complex problems and are not confined to any race, social, economic, or religious group. Various forms of abuse may occur: physical, sexual, emotional abuse, and neglect. Texas Law mandates that school staff report reasonable suspicion of physical or emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Procedures and guidelines will be followed, as able, to ensure prompt, professional treatment of the reported case.

If you suspect child abuse has occurred in our school, to one of our students, or to any child anywhere, call 1-800-252-5400.

Classroom Placement

Middle school students are placed in an environment where they can achieve academic success and be assured of a quality Christian education. Middle school is departmentalized and teachers focus on specific subjects. Teachers and administration are entrusted with making final determination of classroom placement for each child. The final placement is made after consideration of academic ability, achievement, leadership skills, classroom size, boy and girl distribution, behavior, student personality, special needs, and other possible factors. No requests will be accepted by teachers or administration for student placement.

Counseling

In some instances, counseling services may be recommended through our teachers or the administration. Referrals are also given to outside agencies for students needing counseling. Counseling questions should be directed to the child's homeroom teacher or school administration.

Curriculum

The course of study for middle school students at Redeemer Lutheran School complies with the standards of the Texas Department of Education and the Texas District of the Lutheran Church-Missouri Synod. Our faith is actively integrated in each course of study at each grade level. The areas of learning are:

Christian Living: Bible study, memory work, Christian doctrine, stewardship, and worship

Fine Arts: Music, praise band, choir, band, drama, and art

Health and Drug Education: Sex education, nutrition, and other areas provided through various classroom activities

Language Arts: Reading skills, literature, writing, grammar, spelling, speech (high school credit is earned), and handwriting

Mathematics: General arithmetic, pre-algebra, and algebra (high school credit is earned for Algebra 1)

Physical Education: Motor skills, muscle development, basic games, and knowledge of athletics

Science: General science, introduction to earth, physical, and life sciences

Social Studies: History (Texas and United States), world geography and government, and cultures

Spanish: Offered to all students in grades 6-8, high school credit for Spanish 1 is earned

Technology: High school credit in technology is earned.

Custody Notification

Please inform the school office and teacher(s) concerning any special parental rights and privileges. For the benefit of the child, a copy of the court ordered Parenting Plan and any court ordered changes or modifications is to be given to the school office for placement in the child's records.

Emergency Drills – Fire, Tornado, and Lockdown

Fire, tornado, and school lockdown drills are required by state law and should be taken seriously. Students are expected to cooperate and follow teacher instructions. Redeemer follows all state requirements regarding the frequency of each drill.

Enrollment

Enrollment begins during the month of January for all Redeemer parents who have children eligible for school re-enrollment. Parents of **all** students, returning and new, must confirm registration online during the Completion of Enrollment time. Registration fees are non-refundable and must be paid in full to guarantee a space for the coming school year.

New students may be enrolled by following the enrollment procedures found on the website. Parents of newly enrolled students must pay the complete deposit when they submit their application. Each child must have had all Texas Department of Health required immunizations before being admitted to Redeemer Lutheran School or have a signed affidavit on file.

Field Trips

There are times where middle school students go off campus to attend musical or dramatic performances, visit a government agency, a local adult living community, or serve at a local public school. The parent's permission to take children off the school grounds for an educational learning experience is required. Parents will complete the permission form online during enrollment.

The air-conditioned Redeemer Lutheran School bus will be used to transport children. Drivers of the bus should provide the following – a copy of current Commercial Driver's License and must be approved by our Business Manager.

When the bus is not available, private vehicles are used. Drivers who are willing to transport individuals other than family members in their personal vehicle must be a minimum of 25 years of age and provide

the following documentation to the school office at least two days prior to the trip: 1) Copy of valid Driver's License, 2) Copy of their insurance policy demonstrating a minimum liability limit of \$100,000/\$300,000 bodily injury and \$100,000 physical property damage on vehicle and 3) a copy of their driver record (Type 2) for our approval (available from DPS or at www.texasonline.com and required every three years). An annual affidavit stating the driving record has not changed must be signed if a new driving record is not yet due.

Parents willing to act as chaperones on field trips are required to complete a Background Check Application. Parent chaperones may not bring other children from their family along on field trips. Chaperones are expected to give their full attention to the supervision of students in the respective class attending the field trip.

Grade 6, 7, and 8 Class Trips

Sixth grade students enjoy an educational three-day and two-night experience in Houston, Texas. Seventh grade students travel to Big Bend National Park for five days and grow as a group and in their walk with Jesus through this outdoor learning experience. Eighth grade students take a St. Louis trip for four days and enjoy a time of team building, service projects, and learning.

The cost of the trips is not included in tuition. Moneys for these trips may be raised through various activities and are assisted by the parents. Students participating in these trips are also typically asked to bring additional spending money, depending on the overall cost of the trip.

Any student with an unpaid tuition balance or obligations related to Redeemer Lutheran School will not be eligible to go on overnight field trips. The financial office and/or administrator will monitor this and will correspond with the parent/guardian.

Grading Scale

Redeemer Lutheran School issues report cards four times a year as indicated on the calendar. Grades are given on a percentage grade scale.

The percentage and letter grade equivalents are as follows:

- 100-90% = A
- 89-80% = B
- 79-75% = C
- 74-70% = D
- 69% and lower = F

Homework

Homework is required when necessary for the child's school progress. Homework may include writing reports or reading texts or current materials for information. We do not want a child to be overburdened with homework.

We believe each student should have free time outside of schoolwork. We encourage family activities, recreational reading, free play, athletics, and other pursuits. Typically, a middle school student should have no more than 60-80 minutes of homework on a given night. Keep in mind, this is a guide and may vary day to day and student to student. If a student is bringing home a large amount of work, the parent should make arrangements to speak with the classroom teacher.

Middle school consequences for late or incomplete homework are as follows:

1 Day late – 15% deduction

2 Days late – 50% deduction

3 Days late – No credit

Late work for larger projects will vary. Teachers will list the expectations on the directions for larger projects.

Insurance

Redeemer Lutheran School does not offer any accident insurance for students. It is advisable and beneficial for students to have some type of accident coverage. Most students are covered through a parent's home or occupational medical (or accident) insurance.

Library

The Redeemer Lutheran School library offers a wide range of fiction, non-fiction, reference materials, and periodicals for all levels. Students in grades 6-8 have an opportunity to visit the library around their lunch period. A student may check out two books for two weeks and may recheck books for an additional two weeks.

Fines begin after a one-week grace period. The fine is 10¢ per day per book. When a student has a fine, the student will not be allowed to check out a book until the fine is paid. Any lost book will result in a replacement cost fine.

Non-Discrimination Policy

Redeemer Lutheran School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, nationality and ethnic origin in administration of its educational policies, enrollment policies, athletic policies, and other school-administered programs.

Parent Conduct

Redeemer parents understand and support the rules and policies of Redeemer Lutheran School. Parents understand that the school will not tolerate profanity, obscenity in word or action, or any type of harassment from students or parents that are deemed disrespectful or harmful to Redeemer's staff or students. Parents who behave in this manner towards a student or a staff member will be asked to leave the campus and may be banned from the campus.

Redeemer parents expect our child(ren) to comply with school regulations. Parents will withdraw their child(ren) or accept the school's right to dismiss them if the parent is unable to support these policies, procedures, and rules.

Parent-Teacher and Student-Led Conferences

Parent-Teacher Conferences typically occur at the end of the first grading period. Schedules will be arranged for these conferences and parents will register for a time slot online through Sign-Up Genius. The objectives of this conference are to:

1. Promote understanding in the home/school relationship;
2. Strengthen the mutual interest of the parent and teacher in the child's welfare;
3. Give the parent information about the child's progress;
4. Assist the parent and teacher in finding ways to work together for the good of the child.

All middle school teachers are available at this conference. Parents are asked to limit the conversation to no more than ten minutes. If more time is needed, a separate conference may be scheduled.

In February, a Student-led Conference occurs. Each student meets together with a parent and homeroom teacher to share and reflect on such things as their strengths, areas needing improvement, academic joys and frustrations, and goal setting for the remainder of the school year. Conferences are limited to ten minutes.

Participation in School-Sponsored Activities

Middle school students are encouraged and expected to participate in school-sponsored activities such as class trips, drama performances, choir and band events, etc. These events are part of the regular school program. Students have choices of many activities to utilize individual talents. Athletics, choir, dramatic presentations worship services, spelling bee, Private Schools Interscholastic Association (PSIA), Robotics competition, band, National Junior Honor Society (NJHS), and Student Council are examples of events and organizations which are an important part of our educational program. Excuses from these events should be made to the teacher or to the person in charge of the event.

Partnership with Parents

The staff of Redeemer Lutheran School strives to offer an excellent Christian education to the students entrusted in our care. Each student receives support, encouragement, and instruction to live out the mission of Loving Jesus, Loving Learning, and Loving Others. The educational program offers a balanced, comprehensive curriculum that strives to prepare students for success now and in the future. Redeemer provides a sensitive, relational, caring, and supportive learning environment which aids students in developing positive self-esteem and self-worth.

The home is and always will be the chief agency for the Christian agency of the child. Our school does not serve to relieve parents of their God-given obligation and responsibility. However, Redeemer Lutheran School exists to walk alongside parents in the journey to raise their child in a manner that pleases our Lord, Jesus Christ.

In the event that a child's family does not have a personal relationship with Jesus, it is our duty and obligation to provide an open, loving relationship and a Christian witness to the child and parents. The teachers and staff leadership are ready to assist families as they begin to take the first steps of meeting and walking with Jesus.

Policy (Governance) Manual

The school's operating policies are compiled in a handbook and are available upon request. The School Board assists the principal in evaluating and revising policies as needed.

Policies Not Covered

Any school or classroom procedure not specifically discussed in this handbook shall be left to the discretion of the middle school teachers and/or administration.

Promotion

Students promoted to the next grade level must have a final passing grade in the following subject areas:

+Mathematics

- +Language/Literature as a combined average
- +Either History or Science (may not be failing both)

Any student failing the above subject areas will have to secure a passing credit either through summer school or through a tutoring service such as Sylvan. The school reserves the right to retain a student or to not re-enroll a student for the following year. If it is felt that the school cannot meet the learning needs of the child, such a decision would be made in conjunction with the school's resource teacher(s), parent, and administration.

Excessive absenteeism may also affect academic promotion.

Questions or Concerns

In following the principles of Matthew 18, teachers and administrators are committed to contacting parents within 24 hours of a concern. Parents with questions and concerns are encouraged to follow this same principle. We ask that the following steps be followed with concerns:

1. Voice the concern or grievance in person to the individual in question.
2. If, after this personal conference, the person feels that the problem has not been resolved, he/she shall discuss the matter with the Principal. The Principal may, at their discretion, request that the concern or grievance be put in written format for further follow-up by the Principal.
3. If this matter has not been resolved with the Principal, the Principal shall forward the written complaint to the Senior Pastor, and the person may speak to the Senior Pastor.
4. If the matter is not resolved, the written complaint shall be forwarded to the School Board Chairman. The School Board Chairman will meet with the person in a timely manner. The Chairman can take the matter to the School Board at his/her discretion. The parent will be informed within 72 hours of a decision related to that matter. The School Board Chairman's decision is final, and the matter is then closed.

Report Cards

Hard copies of student report cards are issued at the end of the first and fourth quarters of the school year. Throughout the year, parents and students should review RenWeb frequently to monitor academic progress. Quarter grades are given and posted through RenWeb.

School Hours

Middle school hours are 8:00 a.m. until 3:30 p.m. Students are allowed to go into their classrooms beginning at 7:50 a.m. and may stay after school until 3:45 p.m. After 3:45 p.m., students will need to be registered for Extended Care.

Search and Seizure

Schools may conduct reasonable searches that are motivated by reasonable suspicion; such search may be targeted toward a specific student or group of students. School officials may search student lockers since lockers are the exclusive property of the school. The school officials, too, may search student clothing and book bag if "reasonable suspicion" exists.

Solicit and Selling

In the interest in eliminating what may become a school nuisance, no soliciting or selling of any kind of product is allowed during the school day unless previously approved by the principal.

Standardized Tests

Standardized tests are administered annually. Results of the testing program help determine a possible modification in curriculum and instruction techniques as well as have another gauge to better understand students' academic needs. The Iowa Test of Basic Skills (ITBS) is given in the spring of the year for grades 2-8.

Tuition Assistance

Tuition includes costs of salaries and benefits, building operating costs, books, and supplies. Families will be set up through FACTS to automatically draft from responsible payee's bank account or credit card (additional fees apply). Tuition may be divided into ten (10) equal payments occurring in July-January and March-May. February is the month Enrollment Fees are paid for those enrolling for the next school year.

A \$100 discount is applied to families that pay tuition in full by July 1. Multiple student discounts (10% second child, 25% third child or subsequent children) are also available. Enrollment Fees are non-refundable. The first tuition payment in July is also non-refundable.

Final report cards, transfer of transcripts, or promotions will be withheld until tuition and fees are paid in full. Additionally, a student will not be enrolled for the following school year until outstanding balances for the family have been paid in full. Any student with an unpaid balance or related obligations will not be eligible to attend an overnight field trip. Families with special financial circumstances are encouraged to speak with administration. Our financial office and/or administration monitors this and corresponds with individual families.

Application forms for tuition assistance are available online through FACTS and must be completed and submitted with the appropriate processing fees by the deadline.

To be eligible for up to 50% assistance, application must be submitted by April 15

To be eligible for up to 35% assistance, application must be submitted by June 1

To be eligible for up to 20% assistance, applications are submitted after June 1

Any applications submitted after July 31 will be considered on a first-come, first-served basis using whatever limited funds there may be available.

Volunteers

Redeemer always welcomes adult volunteers in many situations, both inside and outside our classrooms. To protect the students, all visitors and volunteers must sign in by scanning their driver's license in the school office and be given a name badge to be on the campus while school is in session.

We encourage parents to be actively involved in their child's education by volunteering. Parents may assist in the library, PSIA coaching, in a host of areas of the middle school musical, coaching, and presentations in classrooms.

Worship

Redeemer Lutheran School is one key area of ministry of Redeemer Lutheran Church. All families are welcome to worship at Redeemer Lutheran Church. Service times are as follows:

Thursday at 6:30 p.m. (traditional)

Sunday at 8:00 a.m. (traditional)

9:30 a.m. (blended)

10:45 a.m. (contemporary)

Teachers keep a record of student worship attendance to monitor and encourage regular church attendance. As outlined in the Active Member Discount Agreement, Redeemer Lutheran Church member families are required to meet attendance standards, a minimum of 50%, to qualify for member tuition. Parents record their attendance by filling out the printed Welcome Cards located in the pews.

Section 3 ARRIVAL AND DISMISSAL

To ensure the safety of our students, all drivers are asked to refrain from using hand held cell phones while on the Redeemer Lutheran Church and School campus. The following guidelines should be observed for arrival and dismissal:

Morning Arrival

As we all know, Austin traffic can be challenging each morning. Redeemer Lutheran School is a regional school where families travel many miles daily to drop off children. With this understanding, the following morning drop off procedures are offered and should be followed for middle school students:

- + Students may be dropped off as early as 7:00 a.m. in the lobby of the church building. All middle school students should gather in this area where adult supervision is provided.
- + Parents are urged to drop off their child at the church entryways along Lazy Lane and W. Anderson Lane.
- + At 7:50 a.m., students are released to go upstairs to their lockers and classrooms.
- + Any student arriving after 8:00 a.m. should be brought to the school office to receive a tardy slip prior to going to class.

Afternoon Dismissal

The school day for middle school students ends at 3:30 p.m. Unless students have athletics, tutoring, instrumental instruction, after school care, or a school sponsored club activity immediately following dismissal, all students should be picked up from the doors located outside the church lobby area at this time.

- + Parents may either come in to the lobby area to greet their child or wait in the parking lot for their child to come out to them.
- + Students may wait for their ride in the lobby area until 3:45 p.m. Adult supervision is provided.
- + If the student's ride is late, students will be sent to the school office to call their ride.
- + Students not picked up by 4:00 p.m. will be sent to after school care and parents will be charged a drop-in fee.
- + Parents who know they will be late due to unforeseen circumstances such as unusual traffic, car trouble, or other family emergencies should call the school office to notify the staff. It may be requested that arrangements be made for an after-school care drop-in.
- + Chronic late pickup will result in the parent being asked to register their child for the after-school program.
- + Pick up from after school care is required by 6:00 p.m. Late pick-up fee will apply after 6:00 p.m.
- + After school supervision of students participating in RLS sports practices will be available in one of the middle school classrooms. Study halls will not be provided on game days.
- + Students in after school care should be in the afterschool classroom by 3:45 p.m.

SECTION 4 ATHLETIC PROGRAM

Redeemer Lutheran School is a member of the Capital Area Private and Parochial Schools (CAPPS) league, grades 5-8. Redeemer offers cross country (boys and girls, Grades 5-8), girls' volleyball (Grades 5-8), golf (boys and girls, Grades 5-8), boys' flag football (Grades 5-8), basketball (boys and girls, Grades 5-8), soccer (boys and girls, Grades 5-8), and track and field (boys and girls, Grades 5-8).

Athletic Program Philosophy

Redeemer Lutheran School trains students in their faith to reflect Christ in their daily lives, to demonstrate Christian attitudes toward others, and serve and respect God and others in their home, school, community and world. The athletic program is an important part of the school's educational philosophy. The philosophy of the Redeemer Lutheran School athletic program is to provide students an opportunity for participation on sports teams in which the teaching of Christian principles in the pursuit of commitment, good sportsmanship and teamwork is emphasized. The joy that comes from winning and the growth that comes from losing help all involved in the athletic program to mature into contributing members of our homes, school, community, and world.

Athletic Program Objectives

The objectives of Redeemer's Athletic Program are to:

- + Give God all the glory in everything we do;
- + Promote a working relationship and respect for others (teamwork);
- + Be successful;
- + Develop Christian sportsmanship;
- + Improve and better one's self to the fullest of God-given talents;
- + Enjoy athletics now and in the future;
- + Instill responsibility, commitment, and discipline;
- + Learn gracious and humble acceptance of victory and defeat;
- + Learn self-control in emotional situations;
- + Instill a feeling of self-worth and belonging;
- + Prepare for future athletic experiences;
- + Instill an understanding of rules and strategy.

Student Athlete Policies

Attendance

Participating with your school team is an important decision. Consider all of your other commitments before trying out for the team. Athletes who participate on a Redeemer athletic team are to play for the school first and then for their team outside of school.

1. A student-athlete who misses any part of the school day due to illness must have attended school for the LAST three (3) consecutive class periods in order to participate in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate.
2. In cases other than illness, an athlete should always consult with his or her coach before missing any practice or game contest.

3. Unexcused absences from practices will result in a loss of playing time in games. After two unexcused absences, the athlete and parent will need to meet with the athletic director to determine whether the athlete will be allowed to remain on the team.

Attendance at practices and games is very important. Excused absences from practices and games include injury, family emergency or illness that kept you at home from school. If you are at school and do not tell the coach that you will be absent from a practice or game, it will count as an unexcused absence. Unexcused absences include, but are not limited to, routine doctor's appointments, out of school activities, or leaving practice or games early for a reason other than a family emergency.

Christian Sportsmanship *(Parts of this section were taken from the National Federation of High School Associations brochure)*

The ideals of good sportsmanship, Christian behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by Christian generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by Redeemer Lutheran School and the National Federation as a concrete measure of the understanding and commitment to fair play, Christian behavior, and integrity.

Code of Conduct for Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department and Redeemer Lutheran School. The school administration and coaching staff strongly agree that high standards of Christian conduct and citizenship are essential in maintaining a sound program of athletics. Therefore, coaches and directors, after having received approval from the Athletic Director, have the right to suspend students from participation if the rules set down for the group are violated. The principal has the right to suspend students from participation for violations such as unexcused absences, destroying or defacing school property, gross behavioral infractions, etc. The welfare of the student is our major consideration and transcends any other consideration.

A player who fails to display good sportsmanship that results in his or her dismissal from an athletic contest shall be suspended from participating in the next scheduled game.

Each coach may create an additional list of "code of conduct" items for their particular sport, pending the approval of the Athletic Director. Student athletes are expected to adhere to the guidelines and procedures established by the coaching staff.

Conflicts with Extracurricular Activities

An individual student who attempts to participate in several school-related extracurricular activities will undoubtedly be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the sponsors/coaches involved immediately when a conflict does arise. When a school-related conflict arises, the sponsors/coaches will work out a solution, so the student does not feel caught in the middle.

If a solution cannot be found, the athletic director and/or principal will make the decision based on the following:

1. The relevance of each event;
2. The importance of each event to the student;
3. The relative contribution the student can make;
4. How long each event has been scheduled;
5. Talking with the parents.

Once the decision has been made and the student has followed that decision, he or she will not be penalized in any way by the school or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he or she should withdraw from that activity.

Parents are encouraged to give careful consideration to the time commitment required by participation in school, church, and community activities at the same time. In keeping with the school philosophy, it should be remembered that Jesus is first, family is second, academics is third, and athletics somewhere else down the line.

Dropping a Sport

Once the selection of teams has been announced, student who quits may lose the privilege of again participating in that sport the next school year at Redeemer. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

1. Consult with the head coach;
2. Report the situation to the athletic director;
3. Check in all equipment issued.
4. After team selections have been made, all fees for the sport are non-refundable.

Equipment

All athletes are responsible for proper care and security of equipment issued to them. School equipment checked out by the student-athlete is his or her responsibility. He or she is expected to keep it clean and in good condition. Loss of equipment is the athlete's financial obligation. Equipment used within the school should remain in the gym at all times unless prior approval has been arranged by the athletic director.

Locker Room Conduct

1. Roughhousing and throwing equipment or other objects is not allowed in the locker room.
2. Hazing and/or harassment of any type toward other players is not allowed and will not be tolerated by the coach or school.
3. No one, except coaches and players, is allowed in the locker room unless requested by the coach.
4. No glass containers are allowed in the locker room.
5. Athletes should respect any other teams using the locker rooms by placing gym bags and street clothes in an appropriate storage area when not in use.
6. Items of value (i.e., electronics, jewelry) should be stored elsewhere for safekeeping.
7. All cell phone use is strictly prohibited in locker rooms.

Player Expectations

1. Support the mission of Redeemer Lutheran School.

2. Model the life of a Christian on and off the court/playing field.
3. Display good sportsmanship.
 - a. Respect coaches on and off the court/field.
 - b. Respect the decision of the officials.
 - c. Respect the opponent and their fans.
4. Respect teammates on and off the court/field.
5. Behave in a manner that pleases the Lord, both on and off the court/field.
6. Attend practices and games.
7. Maintain a 70% or above grade in all classes.
8. Complete and pass a physical examination by a physician before the season begins.
9. Treat opponents with respect; shake hands prior to and after contests.
10. No "trash talk."
11. Respect the judgment of contest officials, play by the rules of the contest, and display no behavior that could incite the fans.
12. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
13. Accept seriously the responsibility and privilege to represent Redeemer Lutheran School and our community; display positive public action at all times.
14. Live up to the high standards of sportsmanship established by coaches and school.

Playing Time

Playing time varies among teams. Athletes participating on our "Navy" teams will realize that playing time among team members will not be equal and is determined by ability, attendance at practices, hard work, following directions, good sportsmanship, and a positive attitude. Athletes participating on "Orange" and "White" teams can expect close to equal playing time during the regular season to be a goal of the coach as long as all other criteria of attendance and attitude at practices and games are met. Tournament play and championship games may be exceptions to this.

Requirement and Guidelines for Participation

1. **Physical Examination:** A yearly physical examination is required. The physical form must be completed by the physician and submitted to the school *prior* to participation. The physical covers all sports for the entire school year provided the examination occurred *after* May 15th. The form will be on file in the school office.
2. **Emergency Medical Authorization:** Each athlete's parent/guardian shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when a parent is not available.
3. **Insurance:** Redeemer Lutheran School does not provide accident insurance for the student-athlete. It is advisable and a benefit for each student to have some type of accident coverage. Many students are covered through a parent's occupational insurance. Insurance is not available through the school.
4. **Scholastic/Disciplinary Eligibility:** Students wishing to be involved in extracurricular activities (i.e. athletics, Student Council, PSIA, musical) must meet a minimum standard in terms of grades and conduct. An extracurricular activity is defined as one that has meetings outside of the 7:50 a.m. – 3:45 p.m. school day. Students who wish to participate must keep a 70% or higher average in all classes. If a student falls below this average on a 9-week report card or mid-term report, they will not be allowed to practice or participate with the group for a minimum of three calendar weeks, beginning with the Monday after the grade is issued. If a student's grade is above 70% after this three-week period, the student can be declared eligible to participate again with the approval of the teacher (who gave the grade), parent, and activity sponsor. Students placed on probation will

be notified by the Athletic Director if they are ineligible to participate. To participate in an after-school activity, a middle school student must be in attendance the last three (3) consecutive class periods of the day (5th grade athletes may not have missed more than two hours of the school day) on the day of the activity.

Athletes receiving 5 demerits in one week, 10 behavioral demerits in a grading period, a Saturday Detention, or school suspension will be suspended from games and practices for one week.

Athletes suspended twice for any reason during a season will be removed from the team for the remainder of the season.

5. **Ineligibility** means exclusion from participation in practices, team bench, locker room meetings, games, and the like.

Reporting an Injury

All injuries that occur while a student is participating in athletics should be reported to the coach. If an injury requires medical attention by a doctor or treatment center, the athlete must obtain the doctor's permission to return to the activity.

Squad Selection

In accordance with the philosophy of athletics and the desire to see as many students as possible participate in the athletic program while at Redeemer Lutheran School, our desire is to keep as many students as possible without unbalancing the integrity of the sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport.

To this end, all eligible students in grades 5-8 are encouraged to participate in school-sponsored athletic activity. In grades 5 and 6 team sports (volleyball, basketball, football), a "no cut policy" has been adopted. Depending on the squad size, the team may be divided into Navy, Orange, and White teams. The Navy team participates in a very competitive league schedule, Orange teams play a semi-competitive league schedule, and White teams are considered more of a recreational league schedule.

Due to the competitive nature of the athletic league we participate in and the increased focus on the development of individual skills for high school sports, Redeemer Lutheran School may limit athletic participation in grades 7-8 in volleyball and basketball. The limited participation results in guidelines concerning restricted team size and individual playing time.

Choosing the members of athletic squads is the responsibility of the coaches of those squads. Prior to trying out for teams where cuts become necessary, the coach shall provide the following information to all candidates for the team:

1. Extent of tryout period;
2. Criteria used to select the team;
3. Number to be selected;
4. Practice commitment if they make the team;
5. Game commitments.

When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall have:

1. The opportunity to have competed in a minimum of 2-3 practices;
2. Been personally informed of the cut by the coach, including the reason for the action.
3. Students cut from the team will still have the opportunity to practice with the team.

If cuts are needed, a minimum of TWO (2) cut players are required.

Team Tryouts

Tryouts will be held prior to the beginning of each season to determine team rosters. In keeping with our philosophy, every effort will be made to place on a team all athletes who attend tryouts, however, this is not always possible. Students must be present and on time at tryouts in order to be considered for placement on a team. Coaches will determine the number of players to be kept on a team. Typically, we try to choose 14-16 players for flag football, 8-12 for volleyball, 9-12 for basketball, 16-18 for soccer, and the number of players varies for track.

Uniforms

School furnished uniforms are to be worn only for contests and practices and/or at the request of the sponsor or coach. Students losing or destroying school-furnished uniforms will be required to replace the lost uniform at the full replacement cost.

Parent Policies

Christian Sportsmanship

1. Be an exemplary Christian role model by *positively* supporting teams in every manner possible, including content of cheers and signage.
2. Enthusiastic and wholesome cheering is strongly encouraged.
3. Spectators should respect officials, athletic director, coaches, opposing fans, Redeemer fans, score/clock keeper, and players on both teams at all times. Verbal abuse and/or inappropriate gestures will not be tolerated.
4. Taunting players or use of inappropriate language will not be tolerated. Coaches and Athletic Director will discipline appropriately.
5. Disrespectful remarks and booing will not be tolerated.

Communication

Communication is a bridge between athletes, coaches, and parents. Parents have the right to understand expectations that are placed upon their children. This begins with clear communication from the school, athletic director, and the coach of the team. Parents should expect the following from the athletic director and coaches:

1. Contact information and qualifications about members of the coaching staff who may be specifically working with the athletes;
2. Locations and times of practices and games;
3. Requirements, rules, or procedures specific to a team;
4. Discipline procedures that may result in the denial of your child's participation.

Coaches should expect the following from parents:

1. Advance notice of any commitment that will conflict with scheduling;

2. Notification of medical problems that could adversely impact the safety or performance of the athlete;
3. Notification of illness or injury preventing the athlete from participating in a practice or game;
4. Notification of family concerns that may have an emotional impact upon children and their athletic participation.

Effective communication guidelines:

1. Contact with a coach and parent should be held during an appropriate time. Refrain from initiating discussion with the coach during practice, as well as prior to, during, or after a game. Use the 24 hour cooldown rule in situations where emotions are high.
2. Concerns should be addressed by having the parent contact the coach to set up an appointment. If the coach cannot be reached, the athletic director can be contacted to help schedule the meeting.
3. Parents are encouraged to discuss the following issues with the coach: treatment of athletes mentally and physically, ways to help the athlete improve, and concerns about the behavior of athletes.

Grievance Procedure

In following the principles of Matthew 18, teachers and administrators are committed to contacting parents within 24 hours of a concern. Parents with questions and concerns are encouraged to follow this same principle when there is a problem with coaching procedures. We ask that the following steps be followed with concerns:

1. Voice the concern or grievance in person to the individual in question.
2. If, after this personal conference, the person feels that the problem has not been resolved, he/she shall discuss the matter with the Principal and Athletic Director. The Principal may, in their discretion, request that the concern or grievance be put in written format for further follow-up by the Principal.
3. If this matter has not been resolved with the Principal, the Principal shall forward the written complaint to the Senior Pastor, and the person may speak to the Senior Pastor.
4. If the matter is not resolved, the written complaint shall be forwarded to the School Board Chairman. The School Board Chairman will meet with the person in a timely manner. The Chairman can take the matter to the School Board at his/her discretion. The parent will be informed within 72 hours of a decision related to that matter. The School Board Chairman's decision is final, and the matter is then closed.

Parent Expectations

1. Support the mission and ministry of Redeemer Lutheran School.
2. Attend athletic director/coach's meeting for parents held at the start of the season.
3. Display good sportsmanship.
 - a. Respect coaches on and off the court/field.
 - b. Respect decisions of referees.
 - c. Respect opponents and their fans.
4. Allow coaches to coach during the game. Do not approach the team bench during games to offer assistance to either coaches or players. Do not coach your child from the stands during the game. If any of these become an issue, a player may be removed from the team.
5. We ask that parents not attend practices unless arrangements have been made with your son/daughter's coach prior to practice.

6. Follow Matthew 18 when dealing with conflict, following the chain of communication as printed in the Grievance Policy.
7. Provide transportation to and from games.
8. Pick up child promptly at the end of posted practice times. If a parent is late picking up the student-athlete, the parent will be assessed a fee of \$1.00 per minute after fifteen (15) minutes.
9. Maintain constant supervision of children not participating in practices and games.
10. Help clean up after games.
11. Assume a volunteer duty (scorebook, time clock) at least one (1) time each season.
12. Pay the athletic fee for the sport the child is participating in before the start of the season.

Policies Not Covered/Exceptions

The Coach, Athletic Director, and/or Principal will handle policies not covered in this Handbook or spelled out specifically. Exceptions to any of the policy guidelines shall be made after joint consideration with the Athletic Director and Principal. Should they disagree, the School Board Chairman shall make the final decision.

Travel

Parents are responsible to see that their child/children are transported to and from each practice and contest. Players and spectators should secure travel arrangements prior to practices and games. The school does not provide transportation, coordinate rides for athletes, nor does it provide transportation liability coverage. Drivers should inform riders of the rules in effect in their vehicle. Seat belts should be worn at all times.

Vacations

Vacations by athletic team members during a sport season are discouraged. In the event of an absence due to an unavoidable vacation, an athlete must contact the sponsor/coach prior to the vacation and be willing to assume the consequences related to their status on that squad when they return as a starter, backup, or other bench player.

SECTION 5 COMMUNICATIONS

Email

Using email is a quick and easy way to communicate basic information or to have simple questions answered. All members of our staff are encouraged to respond to emails within 24 hours. If you have not heard from a teacher within 24 hours, please re-contact the teacher. Please know that lengthy emails are not an effective way to communicate. For more serious concerns or questions, face-to-face communication is always best.

Face-to-Face

Much of the required communication can be easily handled through email, text message, or phone. However, there are times when parents and teachers may wish to engage in a deeper level of communication that requires a face-to-face conversation. All members of our staff are more than willing to speak with parents. When talking with teachers, please make arrangements to speak with them before school, after school, or during their prep time.

To meet with the middle school assistant principal, Mr. Tom Geyer, or the school principal, Mrs. Carol Mueller, parents may certainly try to visit without an appointment. If either one is available, they will be more than willing to talk with you. Parents may also schedule an appointment to meet with either administrator by contacting them via email.

Online Textbooks

Online textbooks are used in math, social studies and science. Included in these online textbooks are video tutorials. This is especially helpful for students who may need extra assistance in math. Parents and tutors can learn the lesson and review it with their child using the methodology taught in the classroom.

Redeemer Rattler Reader

The Rattler Reader is the official Redeemer Lutheran School electronic newsletter. It is published and sent out to school families on Friday with news and information pertinent to all school families. In addition, an email is sent to families on Mondays to highlight specific deadlines and calendar items for the upcoming week.

RenWeb.com

RenWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children while protecting their children's information from others. Once logged in for the first time and establishing a password, parents can see their child's grades, attendance, and homework, check school and after school care balances and make payments (click "Go to FACTS"), update family information (e.g., phone, address, email changes), and download a family phone and address directory (for those who choose to be listed). Teachers also record lesson plans and weekly assignments on the subject areas they teach. Parents may communicate with teachers and other staff online whenever necessary. All that is needed is an internet-capable computer, tablet, or smartphone.

Phone

Speaking with staff over the phone is a good way to communicate, although it may be very difficult to connect with a teacher during school hours. Teachers do not have voicemail, so it is generally easier to contact the teacher via email. Phone calls during classroom teaching hours should be directed to the school office. Messages are typically returned within 24 hours.

Remind 101

An app called REMIND is used to inform parents of specific classrooms of activities, events, updates, or emergency notifications through phone text messaging or email. Parents will be asked to set this notification system up on their mobile device at the beginning of the school year. It is not required that a parent download the app.

Social Media

The official social media sites of Redeemer Lutheran School are found on Facebook, Twitter, and Instagram. They are located at the following addresses:

Facebook – facebook.com/redeemerschoolaustin

Twitter – twitter.com/RedeemerSchool

Instagram – redeemerlutheranschoolaustin

Parents and friends of Redeemer Lutheran School are asked to respond to posted information on our social media sites in a way that represents the mission of Redeemer Lutheran School – Love Jesus, Love Learning, Love Others. The school administration has the right to revoke, block, delete posts, or unfollow individuals from the school’s social media sites who respond in an unchristian manner.

Text Message

A few teachers allow communication from parents through this form of communication. However, please understand that teachers may not be able to respond to text messages until after the end of the school day. Our teachers’ primary responsibilities between 7:50 a.m. and 3:30 p.m. are the children entrusted to their care. Parents needing to share important information with teachers should call the school office. The office staff will then communicate the information to the respective teachers.

Website

The School webpages are embedded into the Redeemer Lutheran Church website. Simply logon to **redeemer.net** and click on the SCHOOL tab OR go directly to **redeemerschool.net** and you will be able to have access to relevant school information. Some of the information is static, not changing throughout the year while other information is dynamic, changing frequently throughout the year. Please check out the website often to stay in touch with current school news.

SECTION 6 EXTRACURRICULAR ACADEMIC ACTIVITIES

Eligibility Requirements

Students wishing to be involved in extracurricular activities (i.e. athletics, Student Council, PSIA, musical) must meet a minimum standard in terms of grades and conduct. An extracurricular activity is defined as one that has meetings outside of the 7:50 a.m. – 3:45 p.m. school day. Students who wish to participate must keep a 70% or higher average in all classes. If a student falls below this average on a 9-week report card or mid-term report, they will not be allowed to practice or participate with the group for a minimum of three calendar weeks, beginning with the Monday after the grade is issued. If a student's grade is above 70% after this three-week period, the student can be declared eligible to participate again with the approval of the teacher (who gave the grade), parent, and activity sponsor. Students placed on probation will be notified by the Athletic Director if they are ineligible to participate. To participate in an after-school activity, a student must be in attendance for the LAST three (3) consecutive class periods.

National Junior Honor Society

National Junior Honor Society is a prestigious organization created to recognize and encourage academic achievement, as well as cultivate excellence in the areas of character, service, leadership, and citizenship among middle school students. Membership in the National Junior Honor Society is a privilege.

At Redeemer Lutheran School, the National Junior Honor Society is established for grades 7 and 8 to recognize outstanding Christian role models in five areas: Scholarship, Leadership, Citizenship, Character and Service. Eligible students must maintain a 90% cumulative grade point average. A "Student Activity Information Form" must be completed and submitted for entrance into NJHS. A team of faculty members will review the forms and recommend nominees to be inducted into the chapter. Inducted candidates and their parents will be notified in writing of their selection as members of the Redeemer Lutheran School National Junior Honor Society.

Private Schools Interscholastic Association (PSIA)

With 19 contest categories covering a wide range of disciplines in 59 academic contests, PSIA provides an exciting opportunity for private school students through grade 8 to engage in academic competition with their peers throughout the state of Texas. PSIA remains the most comprehensive academic extracurricular program in the nation for students in grades 1-8.

Practices are held during the lunch hour or before/after school. District competition takes place in the months of February or March. Students finishing in the top three in District in their event move on to State competition held at Texas Christian University at the end of April or beginning of May.

Robotics Teams

Interested students in grades 6-8 have an opportunity to participate in the TCEA Area 13 Robotics Arena Competition in January. Teams are comprised of 2-4 students with one adult sponsor. Arena teams build a robot using one LEGO EV3 or NXT, a specific set of motors and sensors, and LEGO-branded elements. Arena teams participate in three two-minute rounds. A team's robot must perform specific tasks on the challenge field. Points, penalties, and bonus awards are calculated at the end of each round. Teams successful in the Area Contest have an opportunity to participate in State competition in the month of May.

Concordia Spelling Bee

Two middle school students from each grade level earn the right to represent Redeemer Lutheran School as they compete at the Concordia High School Spelling Bee in January. Students from three Austin area Lutheran schools compete in individual and team competitions.

Scripps Spelling Bee

Three participants from each grade level may compete in the schoolwide Scripps Spelling Bee held at Redeemer in January. The school champion advances to represent Redeemer in the area competition in February.

Student Council

The Redeemer Lutheran School Student Council is an organization established to promote harmony and pride within the student body, to maintain a better understanding between students and faculty, and to raise the standards and ideals of students themselves. One of the organization's primary objectives is to promote activities for the betterment of the school, community, state, and nation. It is an outreach/missional organization.

The Student Council is comprised of four (4) elected representatives per grade level from grades 6-8. Student Council officers are qualified eighth graders chosen in an election. They are sponsored by a faculty representative.

SECTION 7 FOOD AT REDEEMER

Hot Lunch Program

Redeemer Lutheran School students enjoy the meals provided by L&L Catering in Austin. L&L Catering provides school lunches for private schools in the Greater Austin Area. They offer many options and work with the school staff and administration to create balanced meal plans. They have the backing of nutritionist-inspired recipes that are kid-friendly, balanced, and nutritious. L&L prides itself on using fresh produce purchased at local farmer's markets and using wholesome, non-processed ingredients such as chicken breasts. Most of their dishes are made from scratch.

The 2018-19 price for a middle school lunch is \$5.75. It is preferred that student lunches be ordered monthly. Student lunches may be purchased weekly. If a child forgets to bring for the day, a lunch may be purchased for the day at the walk-in rate of \$6.50.

Gum Chewing

One of the privileges of being in the middle school is the allowance of gum chewing in the classrooms. Students may chew gum so as long as they are responsible enough to not cause a distraction (blowing bubbles, smacking the gum) and dispose it in trash containers rather than sinks, toilets, or the floor. Any student who abuses this privilege will have the right taken away by teachers and/or administration.

Open Drink or Food Containers

To prevent spillage and/or the attraction of pests, no open drink or food containers will be allowed in middle school student lockers at any time.

Snacks in the Classroom

Middle school students may bring a snack to a mid-morning class so long as it does not become a distraction to fellow students and the teaching and learning taking place in the classroom. We encourage students to select healthy protein snacks, a granola/fruit bar, or fruit/vegetable items.

SECTION 8 HEALTH SERVICES

Disease/Illness

Redeemer Lutheran School strives to guard the health of all students. To help minimize the spreading of disease, a child showing signs of illness (sore throat, low grade fever, rash, etc.) should be kept home until the condition is corrected. The same applies to children with a severe cold or cough.

Children who do not feel well at home before school are requested to stay home for the entire school day. Students who vomit over the night or morning should not attend school. Students must be fever-free for 24 hours before returning to school.

If a child becomes ill at school, the child will be taken to the school nurse for initial isolation and evaluation. Parents will be called to pick up their child for the following conditions: fever of 100.4 or greater (orally), vomiting, diarrhea, chicken pox, pink eye, untreated head lice and ringworm, impetigo, and other suspected communicable disease as listed in the Texas Department of Health chart.

When returning to school from a contagious disease or illness, a doctor's permission to return to school is strongly encouraged.

First Aid and Injury

Redeemer enjoys the blessing of a school nurse on campus during school hours. The nurse will administer first aid in cases of minor injuries (cuts, scrapes, bruises). Serious or questionable injuries will be referred to the parent(s) immediately. EMS and the child's parent(s) will be called for life threatening injuries or illnesses.

Immunization

State law prescribes certain immunizations be given at various ages. When a child is enrolled at Redeemer, their parents must show that the child has been immunized or that a current medical or religious objection is on file. Parents are requested to provide the school with completed immunization records prior to the beginning of the school year.

Medical Screenings

Redeemer Lutheran School provides the following required medical screenings for middle school students:

Vision and Hearing Screening – Seventh grade and new students in sixth and eighth grades will have a vision and hearing screening done by our nurses at no cost.

Spinal Screening – Girls at ages 10 and 12 and boys 13 or 14 will receive a spinal screening at no cost.

Any student who does not meet the minimum standards on any of the above screenings will be required to be evaluated by a professional and submit the signed verification to the office.

If parents prefer these screenings be done by the child's physician, we ask that a written and signed verification by the doctor be submitted to the office.

Medication Administration

Texas law requires that medication be administered by the school nurse or designee. Students should not be in possession of any medication. The following guidelines must be followed:

1. Medication must be in the original, labeled container.
2. A signed and dated note must be attached from the parent indicating the time and amount of medication that should be administered.
3. The amount administered cannot exceed the recommended dosage.

Non-aspirin, over-the-counter medication such as Tylenol or Advil can be given when needed if the parent or guardian gives permission by phone or with a written or electronic signature.

SECTION 9 MUSIC

Band

Band instruction is offered at a separate tuition to those students in grades 6-8 who show an interest in a musical instrument and are willing to provide the instrument through rental or purchase. Beginner Band (first year students) and Advanced Band (more than one year experience) are offered. A qualified band instructor comes to the school several times a week for ensemble and band instruction. Rehearsal schedules are set up at the beginning of the school year. The band has two major performances and may also have various competitions during the year.

Praise Band

This elective class is for instrumentalists who own and play acoustic guitar, bass guitar, keyboard, and drums/percussion and have a solid working knowledge of chords, strumming patterns and rhythm. Vocalists are also a necessity. The ultimate goal of this group will be to help lead middle school chapel, all school chapel, and Sunday morning worship services using our God-given talents to praise him in worship.

Middle School Musical

For more than a decade and a half, Redeemer Lutheran School has performed a musical. These musicals are "junior versions" of major musicals that allow younger performers to successfully navigate through the vocal demands of the show as well as the emotional demands that come with developing characters. The middle school students joining the musical need to understand that they will be performers in the show in some fashion. They do not have to be good singers; they just need to be willing. The show is performed in the first semester of the school year.

Varsity Choir

The Varsity Choir is an elective for middle school students. The core curriculum emphasizes the basics of healthy vocal technique, sight-reading, music theory, and music history. All our singing glorifies God whether sacred or secular literature. Styles vary from Renaissance to Show Choir repertoire and represent a variety of cultures. There will be a couple of performance opportunities off-campus and during worship services at Redeemer. No previous experience is necessary.

SECTION 10 STUDENT BEHAVIOR EXPECTATIONS

At Redeemer Lutheran School, we do not think of the term “discipline” as meaning punishment, but rather as the teaching of self-control, Christian attitudes, orderliness, efficiency, and responsibility. Therefore, our teachers will deal with students in accordance with the teachings and philosophies of Christ Jesus. The teachers will tolerate actions acceptable for certain areas of growth, redirect negative actions where necessary, and finally, stop any unacceptable behaviors that interfere with the learning process of others. Students will be led to understand that for happy living, it is necessary to love our Lord first, to love one another as brothers and sisters in Christ, and to serve and respect one another’s rights and privileges.

The teacher, guided by God’s Word, accomplishes the enforcement of discipline. Our teachers will take measures in the classroom to ensure that the atmosphere remains positive and educational. If the teacher cannot obtain acceptable conduct and cooperation from a student, then the teacher will report such disobedience to the parents of the student.

The most important outgrowth of a discipline plan is the understanding that both the parent and the teacher have a mutual interest – the success of the child. An ongoing communication link between the parent and teacher can help guide the student through a successful school year.

Scripture shapes and supports our School Discipline Guidelines. Below are Bible verses upon which these guidelines are built.

Colossians 3:12 – Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience.

Hebrews 12:7-11 – Endure hardship as discipline; God is treating you as His children. For what children are not disciplined by their father? If you are not disciplined – and everyone undergoes discipline – then you are not legitimate, not true sons and daughters at all. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of spirits and live! They disciplined us for a little while as they thought best; but God disciplines us for our good, in order that we may share in his holiness. No discipline seems pleasant at any time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained in it.

Romans 12:2 – Do not conform to the patterns of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – his good, pleasing and perfect will.

Philippians 4:8 – Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.

Attendance

Regular attendance is a vital factor in any student’s academic progress. The responsibility for such attendance rests with the parent. Notification of absences are REQUIRED to be in writing or by a telephone call to the school office.

Absences

School administration records student attendance patterns throughout the school year, noting full-day and partial day absences, as well as any late arrivals (tardy) or early departure. Such information will be recorded on students' official attendance records.

School administration shall assume leadership for all matters relating to school attendance. As the school's "attendance officer", the assistant principal is obligated to report on and follow-up on suspected cases of habitually absent, tardy, or truant students. Such administrative action will be based on the available evidence and facts for each individual case. A high absenteeism rate will result in administrative action through the school office.

Students must be in attendance at least 90% of the days each semester to receive credit for the school year. Less than 90% attendance may result in the student not being promoted to the next grade level. Parents may appeal this decision by following the Appeals Process that considers extenuating circumstances and whether the student completed missed work.

If a student arrives more than one (1) hour late or leaves for more than one (1) hour during either the morning or afternoon, he/she will be counted absent for one-half day. **Exception** would be a written memo from a dentist or doctor when the child's appointment was scheduled during regular school hours.

Doctor's Appointments

If a doctor's appointment is scheduled during the school day, we encourage parents to schedule it at the beginning or end of a school day. A note should be obtained from the doctor's office and submitted to the school office upon the student's return, or the following morning.

Make-up Assignments and Tests

A student who was absent will be allowed one day for each day absent, plus one extra day to make up work and tests. Make-up work for pre-planned absences must ideally be requested at least one week in advance of the absence. Make-up work for pre-planned absences is due on the day the student returns to school.

Tardiness

Students are expected to be in their classrooms by 8:00 a.m. If a student arrives after the start of the school day, he/she will be counted tardy; or, if a student misses one (1) hour or less from any part of a school day, it will be counted as a tardy. In order for a student to receive a full day's credit, he/she must be present the entire day. **Five (5) tardies equal one (1) absence per nine (9) weeks. A note must be sent with the student explaining why the student was late or the parent must sign the student into the office.**

On severe weather day or days when there are serious traffic problems, as determined by the school administration, no students will be counted tardy.

If a student is chronically tardy in spite of the homeroom teacher's efforts at correction, the student will be reported to the administration who will confer with the parents in an effort to correct the matter. Every tardy will be recorded on a student's report card.

Truant or Unexcused Absences

Students must have written or verbal permission of a parent or legal guardian to leave school. Accumulated unexcused absences or truancy will result in administrative action.

Vacations

We understand that learning is not solely confined to the classroom. Absence from school for some types of vacations offers unique cultural advantages for the student. However, any extended absence from school may lead to academic loss to the absentee. This loss is much greater with some students than with others, so vacation absences must be treated with attention to the needs of the individual student. Families are encouraged to use the times Redeemer has days off of school for vacations. However, should extended vacations occur during the school year, parents must assume full responsibility for the academic progress of their children. The student must get all assignments they will miss on vacation and the assignments need to be turned in the day they return from the vacation.

Bullying/Cyber-bullying

Redeemer Lutheran School is committed to providing a learning and working environment that is free from bullying. The atmosphere at Redeemer should be such that all individuals and groups are treated with respect and dignity. It shall be a violation of this policy for a Redeemer staff member, volunteer, parent, or student to bully another person physically, verbally, or relationally. Redeemer will take preventative steps to discourage bullying from occurring. The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Cyber-bullying/harassment takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Punishment may vary from a lunchroom detention all the way up to an expulsion.

A charge of bullying/cyber-bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action being brought against the alleged bully.

Definitions

1. The State of Texas defines bullying as *“engaging in written or verbal expression or physical conduct that will physically harm another student or student's property or is persistent enough to create an intimidating or threatening educational environment for a student.”*
2. “Staff member” includes any person employed at Redeemer.
3. “Redeemer family” includes anyone associated with Redeemer, including students, parents, staff members, volunteers, extended family members, and other interested parties.
4. “School activities” includes classes, recess and break time, before and after-school time that the student is under school supervision, extra and co-curricular activities sponsored by the school, regardless of the location.

Responsibilities

All faculty, staff, students, and parents will be issued the most current version of this policy within the first thirty (30) days of the new school year. Members of the Redeemer family are expected to:

1. Conduct themselves in ways that contribute to the positive environment at Redeemer.
2. Avoid activities that may be considered bullying as defined by the State of Texas.
3. Immediately inform people engaged in bullying activity that their behavior is offensive and unwelcome at Redeemer.

4. Report all incidents of bullying, regardless of the age or position of the alleged bully, to people in positions of authority at Redeemer.
5. Partner with others to provide a system of communication and support for positive behavior, valuing differences and promoting sensitivity to others.
6. Immediately stop behavior that is determined or perceived to be bullying.

Preventative Action

1. Teachers will establish classroom practices and integrate elements into the curriculum intentionally designed to create an environment free from bullying.
2. Staff members will monitor situations and conditions where bullying is more likely to occur, including lunch breaks, recess, and classroom exchanges.
3. Staff members will monitor persistent cases of alleged bullying, maintaining confidentiality and sensitivity toward the situation.
4. All members of the Redeemer family will be encouraged to accept and embrace diversity, demonstrating sensitivity to others.
5. Teachers will visually display reminders of Redeemer's commitment to maintaining a bully-free environment (i.e. banners, signs, posters, etc.).
6. The policy administrator, in conjunction with the School Board, will develop and implement a bullying prevention plan.
7. The policy administrator will effectively communicate the bullying prevention plan.

Responsive Actions

1. Those who believe they have been subjected to bullying should report the incident to the administration. Students may report the incident to any adult or staff member with whom they feel comfortable discussing the situation. The adult shall document and report the incident to the administration.
2. Staff members shall investigate allegations of bullying promptly and thoroughly, maintaining strict confidentiality. The policy administrator shall be informed of all bullying investigations and may be included in the process if necessary.
3. Staff members shall determine and/or substantiate allegations of bullying by interviewing bystanders as appropriate.
4. Upon determining and/or substantiating bullying behaviors as defined by the State of Texas, the policy administrator will inform the person conducting the bullying that the behavior is offensive and unwelcome at Redeemer and must stop immediately. The policy administrator shall document the incident and determine an appropriate consequence. Repeat offenders may be subject to suspension/expulsion.
5. The policy administrator shall notify the complainant, the alleged bully, and their parents (if applicable) when the investigation is complete, informing all individuals involved of the findings of the investigation and recommended course of action.

Retaliation

Retaliation against any person who reports alleged bullying behaviors or assists with an investigation will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisals, or harassment.

False Allegations

False allegations intentionally levied against another individual will not be tolerated.

Cafeteria Behavior Expectations

Middle school teachers will provide supervision for students eating in the cafeteria. Students are expected to:

1. Use normal conversation voices
2. Keep conversations positive
3. Appropriately use food and utensils
4. Remain seated while eating
5. Use good manners
6. Throw away trash, recycle plastic and aluminum, place utensils in a container and tray on the shelf
7. Maintain a clean area where students eat

Cell Phone Use

Cell phones are not to be used by students between the hours of 7:45 a.m. and 3:30 p.m. They are also not allowed in Before and After School Care. Violators of this policy will have their phones confiscated. They will be returned at the end of the next school day for a \$25 fee (donated to the monthly chapel offerings).

Damages and Vandalism

All of the materials, equipment, facilities, etc., belong to the members of Redeemer Lutheran Church. Misuse or abuse of these facilities creates a greater expense in maintenance and upkeep for everyone. This expense is eventually passed along to the parents. It is our desire that a feeling of ownership would develop where all of the students would take a greater pride in their school and treat these facilities and materials with great respect and care. Any unnecessary hard usage or damage to books, tables, chairs, or any school property or equipment will not be tolerated. Replacement or repair of any item and the cost of labor applicable is the responsibility of the parent and/or child. The principal, in consultation with the teacher, will make judgment on all such matters. Failure to pay for damage may result in suspension from school. Bathroom behavior is closely monitored. Failure to follow appropriate bathroom conduct will result in disciplinary action.

Disciplinary Interventions

Because each student is unique, the best interventions for each discipline situation will vary. Disciplinary interventions may result in some of the following disciplinary actions being taken:

Behavior Demerits

Behavior demerits may be given for the following situations:

1. Student is repeatedly not on task
2. Student is repeatedly not following directions
3. Student is being rude and/or disrespectful

Consequences for demerits are as follows:

1. Two or more demerits will earn a student lunch detention.
2. Five demerits within a grading period will earn a student lunch detention and a counseling referral.
3. Eight demerits within a grading period will earn a student a Discipline Referral and a Saturday Detention.
4. Ten demerits will result in a Discipline Referral and a Suspension.

Demerits will be reflected as conduct grades on quarterly report cards as follows:

- 0 demerits – 100% (E)
- 1 demerit – 88% (G)
- 2-3 demerits – 78% (S)
- 4 demerits – 73% (N)
- 5+ demerits – 65% (U)

Saturday Detention/In-School Suspension

Saturday Detention or In-School Suspension may be assigned for any of the following:

- + Cheating on tests, projects, or writing assignments (including plagiarism)
- + Profanity (written, spoken, gestured, etc.)
- + Fighting
- + Threats of violence
- + Vandalism

Saturday Detention details are as follows:

- + Saturday Detention is from 8:00-10:00 a.m.
- + The fee required from parents is \$20.00.
- + Parents are to bring their child to the school office by 8:00 a.m.
- + The student must bring homework or a book to read.
- + The parents must come to the school office at 10:00 a.m. to sign their child out.
- + Late parents will be assessed a \$1.00 charge for every minute they are late after 10:00 a.m.
- + If a student is unable to attend the scheduled Saturday Detention, a parent must call the school office by noon on Friday to reschedule. Students not showing up at the scheduled time will be assessed a \$20.00 fee and must pay an additional \$20.00 fee for the rescheduled date. If a student receives a second Saturday Detention, it may result in assisting a Saturday morning work crew on campus.

Suspension and Expulsion

If a disciplinary problem continues, or if a serious problem arises requiring immediate suspension from the school, a consultation of the student, parent(s), and school administrator(s) is required. The student's return to school will be determined as a result of the consultation process. The conditions of the probationary return will be outlined upon return. If the problem still continues, the principal may recommend the child be expelled from school and will immediately inform the chairman of the Board of Education of the action.

In the case of flagrant misbehavior, the school principal may begin the process at any level, including recommendation of expulsion. Parents will have the right to the appeal process, using the grievance policy stated below.

Finally, the school will not use corporal punishment on a student for any misbehavior.

Grievance Policy

If a parent has a concern, they are asked to contact the teacher or staff person first. The following procedure will be used to deal with conflicts.

Concerns originating from parents regarding a member of the faculty or staff shall be dealt with following the philosophy found in Matthew 18, as follows:

Step 1: Voice the concern or grievance in person to the individual in question.

Step 2: If after this personal conference, the person feels that the problem has not been resolved, he/she shall discuss the matter with the Principal. The Principal may, in her discretion, request that the concern or grievance be put in written format for further follow-up by the principal.

Step 3: If this matter has not been resolved with the principal, the principal shall forward the written complaint to the Senior Pastor, and the person may speak to the Senior Pastor.

Step 4: If the matter is still not resolved, the written complaint shall be forwarded to the School Board Chairman. The School Board Chairman will meet with the person in a timely manner. The Chairman can take the matter to the school board at his/her discretion. The parent will then be informed within 72 hours of a decision related to that matter. The School Board Chairman's decision is final, and the matter is then closed.

Drug Testing

Redeemer Lutheran School strives to provide an environment free of drugs, including alcohol and tobacco. There is, therefore, an emphasis on preventing use of these materials by providing accurate information about them to students and parents. Any student involved in the use, sale, or distribution of drugs (including alcohol and tobacco) on campus, or at school sponsored functions, is subject to one of the following:

1. Suspension with professional counseling required before readmission can be considered.
2. Expulsion

The Principal and the Board of Christian Education will consider the facts of each case to determine which disciplinary action is taken.

Redeemer does not require drug testing of students during the enrollment process and we do not test randomly after enrollment is complete. However, Redeemer Lutheran School retains the responsibility to assure that students are drug free. To that end, if substantiated evidence is presented to the leadership of Redeemer, a student may be required to undergo drug testing by a qualified medical officer. Once required, the student may be placed on a temporary suspension until conclusive results are made available. If testing is not completed within the time frame provided, the student's continued enrollment will be reviewed by the school principal and Board of Christian Education or their appointees.

Dress Code Guidelines

The School Board and faculty believe that a uniform dress code is desirable since the dress of students reflects what Redeemer Lutheran School represents. Our emphasis is on neatness, good grooming, and good taste. Students are expected to avoid extremes that attract undue attention. Research has shown that appearance and good grooming improve a student's general behavior and study habits.

Shirts	Redeemer Polo Oxford Shirt Turtleneck	+Polo shirts (White, Navy, Hunter Green, Red) must have Redeemer Logo embroidered on it – Purchased from Dennis Uniform (DSU) +Shirts must be tucked in at all times. +Turtleneck/undershirt colors (may be worn under polo shirts): White, Navy, Hunter Green, Red, Black, Grey (need not to be purchased from Dennis Uniform) +Oxford Shirt colors: White or Light Blue (does not need to be purchased from Dennis Uniform)
T-Shirts & Sweatshirts	Redeemer Theme Shirt & Redeemer Sweatshirt	+Students may wear the current year's Theme Shirt on Fridays or on teacher-designated field trips only. +Students may wear Redeemer-sponsored Sweatshirts and Hoodies over school uniform shirts.
Slacks & Shorts	+DSU-style Slacks +DSU-style Shorts +DSU-style Capri Slacks	+Colors: Navy or Khaki +Flat-front or pleated +Slacks & shorts are to be worn at the waist – NO low-rise/hip huggers +Pockets should resemble DSU (NO Cargo-style shorts) +Shorts must be no more than 5" (front & back) from floor when kneeling
Skirts, Skorts & Tights	DSU-style Skirts DSU-style Skorts Tights/Leggings	+Skirt Colors: Navy or Khaki (must resemble Dennis Uniform) +Skort Colors: Navy or Khaki (must resemble DSU) +Skirts & Skorts must be no more than 5" (front & back) from floor when kneeling +Solid White, Navy, Red, Hunter Green, or Black tights/leggings may be worn under skirts.
Outer Garments		+Redeemer-sponsored Sweatshirts, Hoodies, Jackets, Windbreakers may be worn over school uniform in classrooms if the student is cold. On cold weather days, heavier coats may be worn outside but not in classrooms. +Cardigan Sweaters in solid Navy, Red, White, Black, Green, Grey, or Brown (does not need school logo) may be worn in classrooms over school uniform shirts. +Navy fleece jacket with Redeemer logo from Dennis Uniform may be worn in classrooms.
Shoes & Socks		+Shoes must be athletic or closed-toe dress shoes/boots with heels no more than 2" in height. NO Crocs, Heelies, or Sandals may be worn. +Students must wear socks. Sock length may range from ankle to knee high.
Accessories		+Belts: Leather or stretch belts must be Black, Brown, Tan, Navy +Hair Accessories: May be worn as long as it is not distracting +Jewelry: For student safety, only small studs or hoop (no larger than quarter-size) earrings; only small close-fitting necklaces will be permitted. Body piercings will be limited to the ears. +No head covering of any type will be allowed in buildings, including but not limited to hats, caps, bandanas, hoodie/jacket hoods, and sunglasses.
Body Art & Hair		+Hair should be well groomed and kept out of eyes. All hair color must be a natural color and not create a distraction. +Middle school boys must be clean-shaven. +Body piercings will be limited to the ears. +Tattoos and body branding will not be permitted.

End of Day Car Line Expectations

The school day ends at 3:30 p.m. Students leaving for home at the end of the school day should be packing up their belongings and heading down to the church lobby area no later than 3:30 p.m. All students should be picked up no later than 3:45 p.m. They are to exit the church lobby doors either using the handicap entry/exit doors or the set of main doors entering the welcome center. Any student who is not picked up by 3:45 p.m. will be asked to go to the school office. Parents will need to come into the office to pick up their student and sign them out. Students not picked up by 4:00 p.m. will be sent to after school care and parents will be assessed a child care drop-in fee. If the student's ride is consistently late, the child will need to be enrolled in Redeemer's After School Care program.

Hallway Behavior Expectations

Middle school students enjoy a departmentalized class structure each school day. There is a four-minute passing period between each class where students move from their class to their locker and then on to their next class. All students are asked to do the following during their passing periods:

1. Walk in the hallway
2. Respect fellow classmates' personal spaces
3. Use an indoor voice when having conversations
4. Get all items necessary for the next class from their locker
5. Move on to the next class ready to learn prior to the ringing of the bell

Harassment

Redeemer's Anti-Harassment Policy (as outlined in Section 2: Administration) is applicable to students in its entirety.

Nuisance Items

Items brought to school that are not part of the necessary or required school supplies or material may be considered a "nuisance" and may be confiscated by the teacher if used at inappropriate times. Students are strongly discouraged from bringing to school items of significant value.

Weapons

Students possessing items which may pose a danger to students and staff (guns, knives, matches, fireworks, etc.) will be referred to administration. Consequences may include suspension or expulsion.

SECTION 11 STUDENT SERVICES

The student population of Redeemer is becoming increasingly diverse, especially in the area of academic performance. No longer do we have “cookie cutter” or “one-size-fits-all” students who all basically perform at the same level. In order to most effectively reach as many students as possible, special services must be provided. Redeemer is blessed with a specialized teacher in middle school to assist students, teachers, and parents in this area. This page outlines the services that Redeemer Lutheran School is able to provide.

Counseling Services

Listed are some of the counseling providers that have been used by students and families over the years at Redeemer. We have received favorable feedback on the services provided. Contact the school office if you desire more information.

Austin Stone Counseling—412-961-5575

Abundant Life Counseling Services—512-285-5100

Brad Mason, LPC Child and Family Counseling

-Licensed Professional Counselor

-Licensed Specialist in School Psychology

-Licensed Psychological Associate

Homework Help

Homework Help exists to provide additional intervention for struggling students and helps carry out modifications for students with learning differences or suspected learning differences. For all students enrolled, intervention will be catered to the student with the input of the parent and classroom subject teacher. This service comes with an additional monthly cost. To qualify, middle school students must have a diagnosed learning disability.

Individualized Service Plan (ISP)

It may become necessary for some students to receive an Individualized Service Plan (ISP). ISPs typically outline special modifications necessary to encourage and/or facilitate the successful progress of students. Our teachers work with local public-school personnel or private educational psychologists to create and implement ISPs. ISP goals are monitored by classroom teachers and our specialized teacher in this field, and they are updated on a yearly basis. ISPs are the non-public school equivalent to an Individualized Education Plan (IEP). Not every student with an IEP can be serviced through Redeemer Lutheran School.

Section 504 Plan

Section 504 Plans are awarded to some students who may have physical disabilities or a diagnosed learning disability. 504s are similar to ISP’s in that individual modifications and goals are determined, implemented, and monitored. One major difference is that public school personnel are not involved with 504s. 504s are the sole responsibility of Redeemer’s staff.

Section 12 TECHNOLOGY

Internet Acceptable Use

Redeemer Lutheran School is pleased to offer students access to the Internet. The Internet is an essential tool for our current society. It helps students and teachers communicate and collaborate with other individuals and groups around the world, and significantly expands their available information base. The Internet is a tool for life learning.

Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a student's parent/guardian would be liable. We, as Christians, need to guard against improper use and instead be witnesses to share our faith by proper use of these resources.

While it is Redeemer's intent to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though Redeemer institutes technical methods or systems to regulate students' Internet access, those methods will not guarantee compliance with Redeemer's Internet Acceptable Use Policy. That notwithstanding, Redeemer believes that the benefits to students of access to the Internet exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and informational sources. Teachers at Redeemer will guide students to Christian standards in Internet usage.

The student and his or her parent must sign our Internet Acceptable Use Agreement and Middle School iPad Contract prior to using the Internet resource in the school. This document will be kept on file at Redeemer Lutheran School.

Social Media Policy for Students

Redeemer Lutheran School goals for use of social media in education are as follows:

1. To learn and create life-long learners: We believe social media technologies provide an opportunity for our community to have access an endless flow of information. We must learn from our community how to access this information and learn to be critical evaluators of content. There is value to students in learning to harness social media, finding valid information in the quickest and most effective way.
2. To increase creativity and collaboration: The social media tools available provide students today a method to create content and share this content with a global audience. These same tools provide a way for students to collaborate strengthening the content created and deepening relationships through the communication process. Appropriate content creation and publishing are critical skills for student today.

Expectations for Use of Social Media in Education

Social media tools allow for members of the community to participate in the greater "Redeemer" conversation. We desire to share our knowledge and expertise of the valuable curriculum and practices which helps us be a 21st Century school of teaching and learning. It is the responsibility of members of the community when using the Redeemer Lutheran School name in social media to act in accordance with our high personal standards. We expect those using these tools and the Redeemer Lutheran School name to:

1. Use social networks responsibly (no spamming, no using the tool for unintended purposes, bullying or using in an inappropriate manner).
2. Be aware that once something is posted to the Internet it is permanent.
3. Use appropriate language, communication and digital images.
4. Online engagement with people outside of the community should be selective. Your reputation is important to us and should be important to you. When making connections, try to ascertain the identity of and confirm with certainty before working with other individuals online.
5. Redeemer Lutheran School expects its community members to act in an appropriate and responsible manner in person and online. Should a community member be seen to deliberately violate these guidelines and the spirit of these expectations, the school may restrict, suspend or terminate access to the school's network and social media privileges or in extreme cases take further action, up to and including possible suspension or dismissal from Redeemer Lutheran School.

The Toolbox - Social Media Tools

The software tools which are in the "Social Media Umbrella" will be changing rapidly for the foreseeable future. Below is a list of tools which Redeemer currently is recommending for use if applicable to the curriculum in your classes. Redeemer will continue to educate students on the appropriate use of these tools and implications to your future if you use these sites inappropriately. Remember, once something is posted to the Internet it is permanent. High school and college placement, future employers and everyone else may see information which is posted, even years later.

Social Networking – Facebook, LinkedIn, Ning

Microblogging – SnapChat, Tumblr, Twitter and Facebook

Social Media – You Tube, Vimeo, Google Video, Flickr, Instagram

Social Collaboration and Creativity – Prezi, Slideshare, Wikis, Google Docs, Blogging

Social Bookmarking – Delicious, Diigo

Use of Social Media Sites

Make sure when posting or writing online that all posts are appropriate. If you have questions, ask your teacher or another trusted adult for advice. Ultimately what you publish is your responsibility. These tools can help you to be more productive and help you to learn. Make sure your online activities do not interfere with your responsibilities or other commitments. In this area, keep in mind you need to be a leader. Be careful and considerate. Don't get involved with harassing or rude comments; discontinue relationships online with people who participate in this type of behavior. Be thoughtful in your use; social networking technologies including Facebook, LinkedIn, Twitter, and others are powerful tools which must be used appropriately.

Safety First When Online

1. Never post your personal information such as your cell phone number, address, or the name of the school.
2. Consider going through your current social networks and removing information that could put you at risk. This information online is available to people whom you don't know.
3. Protect your friends and family by not posting names, ages, phone numbers, addresses, or school locations.
4. Refrain from posting schedules of upcoming activities.
5. Think before you post photos. Once posted, they are in public domain. Be sure all photos are appropriate in nature.

6. Don't reveal personal information through photos such as where you live or where you go to school.
7. Never post a photo of someone else without permission.
8. Never give out your password to anyone other than a guardian or parent.
9. Be careful of relationships developed online. You don't really know who the other person is online. Never, under any circumstance, meet someone alone and in person whom you have only met online.

IPad

Every student is required to own their iPad and bring it to school every day. iPads and other accessories may be confiscated by the school for breaking the rules in the following contract. The student will be allowed to claim their iPad at the end of the following school day for \$25. This money will be put in the offering for the school.

Redeemer Lutheran School iPad Contract

I will:

1. Take care of my iPad.
2. Keep my iPad safe by locking it in my locker when not in use.
3. Treat my iPad as a delicate piece of technology.
4. Protect my iPad by only carrying it while it is in its case.
5. Not loan my iPad to other students.
6. Respect other people's iPads.
7. Bring my iPad to school fully charged.
8. Keep food and beverages away from my iPad since it may damage the device.
9. Understand that no iPads are allowed at lunch.
10. Only use the student wireless and the Internet appropriately.
11. Use my iPad in ways that are appropriate and demonstrate my Christian integrity.
12. Not respond to iMessage or iChat in school.
13. Keep AirPlay off and will only turn it on with teacher permission.
14. Email with teacher permission only.
15. Use only appropriate pictures as screensavers so that they do not represent anything that would be against my Christian faith or Redeemer Lutheran School's rules and policies.
16. Not use my camera or video inappropriately, for example, in the bathroom or church lobby.
17. Understand that my iPad can be inspected by teachers, principals, or staff of Redeemer at any time.
18. Notify a teacher immediately if I come across inappropriate information while I am doing research.
19. Not swipe the screen or hit the home button to move from a screen as a teacher approaches, and I realize the punishment will be an automatic lunch detention.
20. Notify my teacher and parents immediately if my iPad is lost, stolen, or broken. I realize my family is responsible for any cost to fix or replace my iPad.
21. Turn my iPad with the "Apple up" any time the teacher requests this.
22. Mute the sound on my iPad unless permission is granted for instructional purposes.
23. Not record the classroom without specific permission from the teacher.
24. Not do other activities on my iPad such as games or music or activities other than those provided by the teacher.
25. Maintain storage, updates, and back-up my files.
26. Not use VPN servers at any time on campus.
27. When my iPad breaks or malfunctions, **I will have my iPad repaired within one week.**
28. **Most importantly, I will remember relationships are far more important than becoming consumed with technology.**

I agree to the contract set forth in the above document. Discipline will be handled on an individual basis. When an iPad is confiscated, it will be returned at the end of the following school day with a \$25 fee.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

**Redeemer Lutheran School
Parent/Student Handbook Agreement
2018/2019 School Year**

This is to acknowledge that I have received a copy of Redeemer Lutheran School's Middle School Handbook. My child and I have read the Handbook, and we agree to comply with and support the policies stated within.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Grade: _____ **Teacher:** _____

Please return this signed and dated form to your child's teacher by Monday, August 27, 2018.